

- A. **PURPOSE.** To outline the organization and responsibilities of the Community Engagement Unit.

- B. **ORGANIZATION.**
 - 1. The Unit Commander reports directly to the Deputy Chief of Administrative and Investigative Services.

 - 2. The Unit Sergeant will serve as the Department's Public Information Officer (PIO).

- C. **SPECIFIC RESPONSIBILITIES**
 - 1. Devise, coordinate, and execute the department's efforts for community engagement.

 - 2. Assist the City of Grand Rapids Office of Human Resources in the recruiting and hiring of sworn and nonsworn personnel.
 - (a) Maintain a recruitment plan consistent with city objectives.

 - (b) Conduct an annual analysis of the recruitment plan, including:
 - (1) Progress towards stated objectives.

 - (2) Revisions to the plan as needed.

 - 3. Coordinate and conduct background investigations pursuant to MOP 12-13.

 - 4. Support the department and its members in matters involving the news media, including crafting the agency's social media message, pursuant to MOP 13-9.

 - 5. General Management of the Police Intern Program.